

FY19 Transit Recertification Instructions

1. Go to USDA's Transit Subsidy Benefit (TSB) webpage:
<https://www.dm.usda.gov/employ/policy/transit.htm>
2. Take the annual Integrity Training using the link on the left-side menu titled "***Annual Transit Benefit Integrity Awareness Training***." You must attest to completing this step when you submit your application.

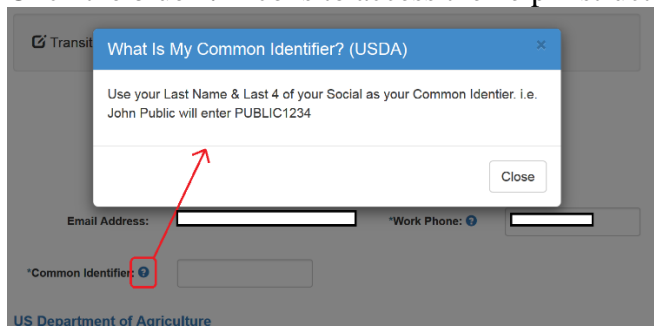
NOTE: If needed, you can take the ***User Guides*** and/or the other trainings on the left-side menu (***Approver Training*** or ***Applicant Training***, as appropriate).

3. Use the green "***Transit eApp***" button on the bottom of the [USDA TSB webpage](#) to access the electronic application (eApp) system.
4. Log into the system.

NOTE: You can contact your Transit Benefit Coordinator (TBC) if you have issues with either logging into the system or resetting your password. The TBC contact roster is continually updated on the [USDA TSB webpage](#), for your convenience.

5. Select "***Transit Benefit Application***"
6. Select "***Certify/Enroll***" type of application action.
7. Review the Warning and then select the "***I Agree***" button to proceed.
8. Select Reason for Certification from the drop-down box titled "***Annual Certification/Recertification***."
9. Select the check-box to attest that you have completed the Integrity training from step 2.
10. Select Employment Type "***Civilian***"
11. Select your work status, (usually) "***Full Time***."
12. Use the buttons to turn on the "***Transportation Methods***" that you use, which might be different from those shown by default. Deselect those you do not use.
13. Complete all rows as appropriate for the transportation method to work and from work.

14. Click the blue “?” icons to access the help instructions for a field, if needed. For example:



15. Complete the rest of the form as appropriate.

NOTE: A list of “**Admin Codes**” is on the [USDA TSB webpage](#).

16. Ensure your Admin Code, Supervisor, TBC, and POC are correct. Reach out to you TBC if you have clarification questions on how to get your supervisor loaded in the list of selectable supervisor options.

17. Remember to have the Split Disbursements detailed in the “**Transit Benefit Transportation Methods**” section, but also to list how you would like your disbursement broken out between fare media in the “**Comment for Agency Approvers**” section.

Example:

“Confirmed SmarTrip account in wmata.com. Request the \$260.00 disbursement split \$80.00 to my Debit Card and \$180.00 to my SmarTrip card.”

18. Click the “**Continue**” button, even if the cursor icon displays as a picture other than a cursor. If it will not let you move forward, check your application for red-font error notes for your correction before you can continue.

19. Select the “**YES**” button if you use the SmarTrip card or “**NO**” if you do not.

20. Then you are done submitting your application. It will go to the listed Supervisor for approval, and then to the TBC for approval. You will receive automatic emails from the system when it changes status.